

# **DISMISSAL**

## *General Procedures:*

Announcements will be made beginning at 3:20 (2:30 on Wednesdays) to dismiss groups of students based on their modes of transportation.

- The list below states the locations students should exit the building for dismissal, by grade level.

| <b>Grade</b> | <b>Car Riders</b> | <b>Bus, Daycare &amp; Walkers</b> | <b>Walkers</b>                     |
|--------------|-------------------|-----------------------------------|------------------------------------|
| Kinder       | Door 1            | Door 11                           | Doors of Rooms 101, 103, 104 & 105 |
| 1st Grade    | Door 1            | Door 11                           | Doors of Rooms 101, 103, 104 & 105 |
| 2nd Grade    | Door 4            | Door 11                           | Door 11                            |
| 3rd Grade    | Door 5            | Door 6                            | Door 11                            |
| 4th Grade    | Door 5            | Door 6                            | Door 6                             |
| 5th Grade    | Door 6            | Door 6                            | Door 6                             |

**The order of dismissal is below.**

*\*Bus groups will be determined by the order the buses show up. We will call each bus specifically, usually 2-3 at a time. It may not be the same order each day depending on when busses arrive.\**

1. Blue CAR RIDER GROUP & All walkers & Hanover Park after school program
2. BUS GROUP 1 (2-3 busses depending on order)
3. Yellow CAR RIDER GROUP
4. BUS GROUP 2 (2-3 busses depending on order)
5. Gray CAR RIDER GROUP
6. BUS GROUP 3 (Remaining busses)
7. Pink CAR RIDER GROUP

*\*Daycares will be called as they arrive*

## **Car Rider Dismissal Process:**

- All car riders will be put into one of 4 color groups (Blue, Gray, Yellow, Pink)
- Parents will be given a sign (2 per kid, extras in the office) on the color paper that is their group assignment (green group = green paper sign).
- Cars will be let into the parking lot based on color (Blue group first, then Yellow, then Gray, then Pink). This will prevent a traffic jam in the lot.
- Staff will hold up a color letting them in when it is their group's turn.
- Students will be dismissed from classrooms with an announcement by color group.
- Groups will be mixed up with multiple grades and families/carpools will be in the same group
- We will keep the dismissal group order the same every day.